



## **DIRECTIVE No. 219**

### **Mobility Programmes of UNIZA Students and Staff Abroad**

Discussed by: UNIZA Academic Senate on 4 October 2021

Approved by: UNIZA Scientific Council on 14 October 2021

Effective from: 1 January 2022

## **PART 1: INTRODUCTORY PROVISIONS**

### **Article 1 Basic provisions**

1. This Directive is a part of the internal regulations of the University of Žilina (hereinafter referred to as "UNIZA"). It has been drawn up in accordance with Act No. 131/2002 Coll. on Higher Education and on the Change and Supplements to Some Acts, as amended (hereinafter referred to as the "Higher Education Act") in accordance with Directive No. 106 the Statute of the University of Žilina (hereinafter referred to as the "UNIZA Statute"), the Internal Quality Assurance System of UNIZA (hereinafter referred to as the "IQAS UNIZA"), Directive No. 207 Code of Ethics of the University of Žilina (abbr. UNIZA Code of Ethics), Directive No. 209 Study Regulations for the 1st and 2nd Degree of University Study at the University of Žilina (hereinafter referred to as "SR UNIZA") and Directive No. 110 Study Regulations for the 3rd Degree of the University Study at the University of Žilina (hereinafter referred to as the "SR for the 3rd Degree of Study at UNIZA"), as well as in accordance with the other internal regulations of UNIZA.
2. UNIZA supports the mobility of its students and staff around the world in all available grant programmes, in all programmes and disciplines that are developed and offered in its faculties and institutes, as well as in similar study programmes.
3. In this document, mobility means any study stay, internship, scientific research stay, creative leave stay, stay for the purpose of teaching or training abroad, which is related to the mission and goals of UNIZA with an emphasis on UNIZA's long-term partnerships in the world.

## **PART 2: ABROAD MOBILITIES OF UNIZA STUDENTS AND CONDITIONS FOR STUDY STAYS AND INTERNSHIPS ABROAD**

### **Article 2 Basic Conditions for Abroad Mobilities of UNIZA Students**

1. To ensure student mobility as well as study in accordance with paragraph 8 (b) and (c) of the UNIZA SR for a faculty study programme, a doctoral study programme in accordance with the SR for the 3rd Degree of Study at UNIZA or staff mobility, a faculty coordinator is designated as the main coordinator, who is usually a vice-dean in charge of international relations. For student or staff mobility in a university study programme, the coordinator designated as the main coordinator is of the relevant UNIZA institute, who is usually the director of the relevant UNIZA institute.
2. The role of the coordinators is to organise partner, mostly international, cooperation in educational and scientific research activities, to deal with the tasks related to sending and receiving students and staff on mobilities, as well as to provide advisory services on study and mobility opportunities.
3. Completion of part of the study at another university abroad is conditioned by:
  - a) an application for exchange studies and confirmation of acceptance by the partner institution (foreign mobility or internship),
  - b) an agreement between the partner institutions on the study (in the case of cooperation between UNIZA and another partner institution that has an accredited study programme in a given field of study at the partner institution or similar field of study at the foreign partner institution, and which has a certified/accredited internal quality system for higher education or ESG 2015),
  - c) an agreement between the partner institutions on a joint study programme, which is also jointly accredited as a joint study programme in accordance with the internal quality system of higher education at UNIZA.

4. When studying at another higher education institution abroad pursuant to Article 7 paragraph (7) of the SR UNIZA or in accordance with the SR for the 3rd Degree of Study at UNIZA, a contract is concluded between the student, the relevant faculty at UNIZA, or UNIZA and the partner institution providing the study. Details are laid down in the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the credit system of studies. The contract is concluded before the student enrolls at the receiving university.

### **Article 3**

#### **Study Plan and Number of Credits**

1. A student who has been approved by the selection committee and submits proof of approval (e.g. contract with the participant, letter of the selection committee result, etc.) for a study abroad, or the contractual basis for completing part of his/her studies at a foreign university within the framework of the European Union programmes, Erasmus+, National Scholarship Programme, SAIA, Fulbright Commission, cross-border cooperation, bilateral programmes and others, shall draw up a study plan from the offer of subjects at the foreign university within the scope of the student's standard load, i.e. 30 credits including the subjects taken at UNIZA per semester, or 60 credits for a given academic year, but not less than 15 credits per semester.
2. Doctoral studies shall be conducted in accordance with the internal regulations of the relevant faculty or institute for university-wide study programmes.
3. In the case of a difference in the number of credits of equivalent subjects listed in the study plan for study at a higher education institution abroad, the number of credits awarded at UNIZA in the relevant study programme shall apply.
4. The student shall discuss the prepared study plan with the study programme guarantor. The study plan shall be finally approved by the vice-dean with competence for international relations of the relevant faculty of UNIZA, for university-wide study programmes by the vice-rector with competence for international relations.

### **Article 4**

#### **Study Subjects, Compulsory, Compulsory Optional, and Optional Subjects**

1. The study plan is primarily drawn up from the study subjects offered at the foreign university and contains equivalents of compulsory and compulsory optional subjects of study programme, which are prescribed in the student's study programme for the relevant academic year at UNIZA. If the foreign university does not offer equivalents of these compulsory and compulsory optional subjects, the student may also choose the equivalents of the compulsory and compulsory optional subjects prescribed in the upper year of the curriculum of his/her study programme.
2. The student completes his/her study plan from optional and elective subjects offered by the foreign university in such a way that these subjects are related to the focus of the student's study programme at UNIZA, and that the student obtains the appropriate number of credits together with the compulsory and compulsory optional subjects.
3. Compulsory, compulsory optional, optional, and elective subjects, which the student should have taken according to his/her study programme at UNIZA, but their equivalents are not offered by the foreign higher education institution, shall be withdrawn by the student before leaving for mobility by notifying the relevant teacher or the study department, and after returning from mobility, the subjects whose equivalents he/she has taken abroad will be recognised.

## **Article 5**

### **Study Plan of a Student Sent on a Study Stay/Internship in an Academic Year**

1. Before sending a student on a study stay, the student fills in the "Learning agreement" as well as the "Information on the planned study stay", a document which includes the study plan of the student sent on a study stay abroad in the respective academic year. In the form, he/she fills in the names of the subjects he/she will take abroad and their equivalents according to his/her study plan at UNIZA.
2. The student will take those compulsory and compulsory optional subjects of the study plan which he/she cannot take abroad because the foreign university does not offer them in the semester in question, according to the instructions of the subject guarantor, and they will be listed in the prescribed subjects section.

## **Article 6**

### **Student Obligations Before Travelling Abroad**

1. The student's obligations are set out in the study plan for studying at a foreign university and in the study/internship contract. In addition to the obligations specified in the study plan, and in the learning/internship agreement concluded between the student and UNIZA ("Learning Agreement", etc. according to the grant programme through/on which he/she participates), the student is obliged to:
  - a) report his/her study stay/internship to the head of the department/workplace which guarantees the relevant study programme or the study programme guarantor and, in the case of a 3rd degree student, to his/her supervisor,
  - b) inform the teacher concerned about the subject equivalent which will be studied at the foreign university, or the subject that will not be studied in that semester at UNIZA due to a study stay/internship. In the event that he/she fails to do so, in this subject, the teacher will report the absence of the student concerned, and the student will have to transfer this subject to the next semester/year of study. This fact will also be indicated in the AIS.
2. In case the student will study at a foreign university that does not offer equivalents of the subjects of the study programme in relevant semester to the students enrolled in the relevant semester, it is recommended to prepare a study plan so that the student will take the missing subjects in the given semester, e.g. in the form of an individual study plan, or to enrol in them in the following academic year at UNIZA.
3. Study stay/internship abroad has no suspensive effect in relation to previous unfulfilled study obligations of the student at UNIZA.

## **Article 7**

### **Student's Obligations After Returning from Abroad**

1. No later than 30 days (in justified cases within 45 days) from the date of completion of the study stay/internship abroad, the student is obliged to submit to the vice-dean with competence for international relations of the relevant faculty of UNIZA (in the case of university-wide study programmes to the vice-rector with competence for international relations) all documents confirming the completion of the study stay/internship abroad, so that the study stay can be concluded and certificates of the completion of the stay and the subjects necessary for the conclusion of the year of the relevant study programme can be issued, in particular:
  - a) a certificate or other document from the receiving institution confirming the start and the end of the study stay/internship,

- b) list of completed subjects and achieved learning outcomes (including at least: subject number, the subject title, subject duration, number of credits awarded for the subject and the student's grade for the subject)/internship evaluation.
2. If the structure of the subjects for which credits are recognised does not correspond to the required structure of the subjects as defined in the study programme at UNIZA in the relevant year of study, the student is obliged to enrol in the missing compulsory and compulsory optional subjects for the study at UNIZA in the following academic year.
3. In the event that the student, through his/her own fault, fails to comply with the agreed learning plan and the obligations set out in the Learning Agreement and other grant documents, he/she is obliged to return the grant to the relevant institution.

#### **Article 8**

#### **Recognition of the Results of Courses Taken at a Foreign University**

1. Subjects completed at the receiving university are recognised by the guarantor of the study programme in cooperation at the faculty with the vice-dean for education (in case of subjects completed abroad, with the vice-dean responsible for international relations or, in the case of institutes, with the director of the institute) to the student on the basis of an application, which will include a statement of the results of the study, prepared for the student by the receiving university at the end of his/her studies, as well as information sheets or syllabi of the completed subjects. The subject evaluation based on the recognition will be entered by the Department for Studies in the AIS. The application and the related documentation become part of the student's personal study file kept by the Department for Education.

### **PART 3: MOBILITY OF UNIZA STAFF AT PARTNER INSTITUTIONS ABROAD AND THE CONDITIONS FOR ATTENDING THESE STAYS**

#### **Article 9**

#### **Basic Conditions for Mobilities of UNIZA Employees to Foreign Partner Institutions**

1. An employee who has been approved by the selection committee and submits proof of approval (e.g. a contract with the participant, a letter of the result of the selection committee, a letter of invitation) for mobility abroad, a scientific research stay, a stay of creative leave (so called sabbatical), a teaching stay or training, for mobility at a partner institution within the framework of the European Erasmus+, National Scholarship Programme, SAIA, Fulbright Commission, cross-border cooperation, bilateral cooperation, and others, to the line manager together with all the relevant documents so that the staff member can be seconded, in particular in terms of the specific programme, the legislation in force in the Slovak Republic and abroad, as well as the Directive No. 160 Internal Rules Governing the Method of Sending Employees on Business Trips and Receiving Foreign Guests in the Conditions of UNIZA.
2. Completion of staff mobility is conditioned by:
  - a) an application for mobility and confirmation of acceptance by the partner institution,
  - b) an agreement between the partner institutions on mobility, or, in the case of cooperation between UNIZA and another partner institution active in the fields of UNIZA,
  - c) a mobility plan with the content, timing, and financing of the mobility.
3. The employee is not legally entitled to mobility.

4. The decision to send an employee on mobility is made by the dean of the faculty at the request of the employee, or, at the university, by the rector or the vice-rector for international relations and marketing authorised by him/her.

#### **PART 4: COMMON AND FINAL PROVISIONS**

##### **Article 10**

##### **Students' Rights and Obligations**

1. The general rights and obligations of students in accordance with the Higher Education Act are more precisely defined by provisions of the UNIZA Statute.
2. The student has the right, within 3 working days of the decision not to recognise the subject, to ask the dean of the relevant faculty or the director of the institute for redress in the form of a request for a review of the decision.

##### **Article 11**

##### **Final Provisions**

1. Methodological Guideline No.1/2016 Mobility of UNIZA students Abroad of the University of Žilina, dated 29 February 2016, is repealed.
2. All UNIZA units are obliged to align their regulations with this Directive no later than 31 December 2021.
3. This Directive shall enter into force on the date of its approval by the UNIZA Scientific Board on 14 October 2021, which was preceded by a discussion in the UNIZA Academic Senate on 4 October 2021 and enters into force on 1 January 2022.

In Žilina on 14 October 2021

prof. Ing. Jozef Jandačka, PhD  
Rector